Notes for Chairpersons

1. Please meet the speakers for your session immediately after the end of the session before the one you are chairing.

2. Introduce speakers briefly indicating their name and organisation.

3. Warn speakers 5 minutes before the end of the time allowed for their presentation: “5 minutes remaining”. If they are still speaking, please warn them again: “2 minutes remaining”. If they continue after the allotted time please say: “Please finish as soon as possible”.

4. Speakers are expected to finish their presentation at least 2 minutes before the end of the time indicated on the programme. This will allow the audience to ask any questions related to the understanding of the presentation. If the audience appear to have no questions the chairperson will ask the first question.

5. For the discussion session at the end, all speakers will come to the front of the lecture theatre. Please chair the discussion so that it involves the audience and all speakers.

6. Please bring the session to a close at the time indicated on the programme.